



POSITION DESCRIPTION

TITLE:	GIS Manager	LAST UPDATED:	August 26, 2016
DEPARTMENT:	Information Technology	JOB CLASS:	
REPORTS TO:	Assistant Director of IT	FLSA	Exempt
		DESIGNATION:	

Summary: Under general supervision of the Assistant Director, the GIS Manager will act as the manager for GIS staff, direct the growth and operation of the GIS program; direct the administration of the GIS geodatabase and related technologies, direct the work of assigned GIS staff; assist in the preparation of the Enterprise GIS budget.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides leadership and management to the Geographic Information Systems Division.
- Supervises, directs, and evaluates GIS staff; processes employee concerns and problems; directs work; counsels; disciplines; and completes employee performance evaluations.
- Supports and guides the direction of GIS program through interaction with GIS users, keeping current with industry trends, and by establishing and maintaining relationships with other GIS professionals.
- Directs the GIS system architecture design strategy created in conjunction with the GIS Data Administrator, including infrastructure recommendations and system configuration.
- Ensures the appropriate administration of the enterprise GIS geodatabase, establishing procedures, conventions, quality assurance and documentation for this database system ensuring the reliability and availability of GIS data and services.
- Performs long range planning for GIS staying up to date with emerging technologies related to GIS, software development standards, basic security and infrastructure management.
- Represents the Information Technology Department to City Departments and to citizens, vendors and associations as a member of Information Technology management team.
- Collaborates with departments to help business operations utilize geographic information systems to improve processes, build efficiencies through GIS integration.
- Prepares and manages the Enterprise GIS budget including the approval of invoices, budget transfers and other financial transactions.
- Maintains an elevated level of technical skills and knowledge to maintain proficiency in the latest technologies in GIS.
- Manages the acquisition of hardware and software components necessary to plan, design, implement and maintain the City's Enterprise GIS.
- Educates the Community and City staff on the benefits of GIS and related technologies through development of presentations and ability to answer questions extemporaneously
- Oversees the development of GIS policies and procedure, training material, and documentation.
- Updates complex enterprise spatial data layers using GIS.
- Continually updates skills and knowledge to maintain a high level of proficiency in the latest technologies in GIS.
- Maintains a working knowledge of the city's functions and activities in the City.
- Prepares written and oral reports on programs, analyses and studies.

- Performs other duties as assigned.

Other Important Duties:

- Travels off site to present training or to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Proficiency with both desktop and server ArcGIS products with a strong working knowledge of customization, SQL scripting, SQL Server, and database integration.
- Ability to integrate, analyze, and evaluate data to produce GIS-based decision support tools.
- Ability to assess staff skill levels and assign work appropriately; along with the ability to motivate team efforts to accomplish goals.
- Ability to communicate effectively to senior, managerial and technical levels and clearly present technical approaches related to resolving business issues with technology.
- Knowledge of programming languages utilized for application development.
- Knowledge of cartographic procedures and practices.
- Knowledge of development, integration and administration techniques for GIS.
- Knowledge of technical support and computer training methods and techniques.
- Knowledge of all City systems.
- Knowledge of computer hardware, software and peripherals.
- Knowledge of City policies and procedures.
- Knowledge of research and technical support techniques.
- Knowledge of departmental and city rules, regulations and procedures relevant to information systems and service.
- Skill in effectively managing multiple projects.
- Skill in resolving customer complaints and concerns.
- Skill in effective oral and written communications.

Preferred Education, Experience, and Certifications:

- Bachelors Degree in Geography, Computer Information Systems, Database Administration, or related field, **and** a minimum of five (5) years ArcGIS desktop, ArcSDE, ArcServer, Python, SQL, and Microsoft Office Products; three (3) years of which are in a lead or supervisory role; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

Work is performed in an office environment.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	<input checked="" type="checkbox"/>
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	<input type="checkbox"/>
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	<input type="checkbox"/>
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	<input type="checkbox"/>
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	<input type="checkbox"/>

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, and other standard office equipment.


Approved By:



Susan Olson, Assistant Director of IT

10/10/2016

Date



Shannon Allyn, Human Resources Generalist

10/04/2016

Date